



**Plainfield Charter Township
Kent County, Michigan**

Election Inspector Application

(Application must be completed in your own handwriting in blue or black ink)

Name in full: _____ Date of birth: _____

Home address:

Telephone #: _____ Cell Phone #: _____

E-Mail address: _____

Registered in precinct #: _____ Length of residence in Kent County: _____

Political Party affiliation (you must select one): Democrat _____ Republican _____

Will you work in any polling place? Yes ___ No ___

Do you have transportation? Yes ___ No ___

Rate your computers skills? None ___ Basic ___ Intermediate ___ Advanced ___

Educational background (include highest grade completed or degrees held): _____

Employment background (include current or last place of employment & type of work performed): _____

Election Inspector experience: _____

Number of Elections: _____ In what Jurisdiction: _____

I understand that as an election inspector applicant I am subject to a criminal background check performed by Plainfield Charter Township to insure that if I am appointed to serve as an election inspector that Plainfield Charter Township will be in compliance with all Federal, State, and Local regulations and ordinances.

I CERTIFY THAT I am not a member or a known active advocate of a political party* other than the party identified above. I FURTHER CERTIFY THAT the foregoing statements are true to the best of my knowledge.

Signature: _____

Date: _____

ANY FALSE STATEMENTS ON THIS APPLICATION WILL DISQUALIFY THE APPLICANT

*A "known active advocate" of another political party is defined to mean a person who 1) is a delegate to the convention or an officer of another party, 2) is affiliated with another party through an elected or appointed government position or 3) has made documented public statements specifically supporting by name another political party or its candidate in the same calendar year as the elections at which the person will serve as an election inspector. "Documented public statements" means statements reported by the news media or written statements with a clear and unambiguous attribution to the applicant.

Date: 01/20/2010

Basic Computer Skills Assessment

Plainfield Charter Township has implemented the electronic poll book (e-pollbook), therefore a laptop computer is utilized to locate the registered voter, issue a ballot, make notations, print reports, and creates a balance summary after the polls have closed.

In order to properly supply each precinct with the appropriate number of election chairs and inspectors who are qualified to operate the e-pollbook we need to understand your level of computer literacy.

You **MUST** complete the *Basic Computer Skills Assessment* below and return it with your application to the Clerk's office.

Name: _____

Date: _____

Please complete the following questions to evaluate your computer skills.

Rate your level of skill in each of the following areas of computer use by circling the appropriate answer

1. File Management (Creating, naming, renaming, opening, moving, copying, deleting, etc. files and folders.)
 - A. None
 - B. Below Average
 - C. Average
 - D. Above Average
 - E. High

2. Word Processing (Microsoft Word)
 - A. None
 - B. Below Average
 - C. Average
 - D. Above Average
 - E. High

3. Spreadsheet use (Microsoft Excel)
 - A. None
 - B. Below Average
 - C. Average
 - D. Above Average
 - E. High

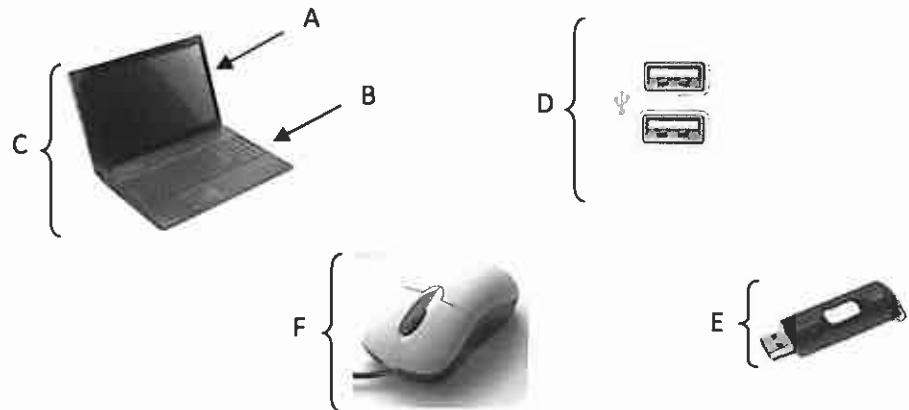
4. Presentation graphics – PowerPoint (Developing charts, graphs and text slides)
 - A. None
 - B. Below Average
 - C. Average
 - D. Above Average
 - E. High

5. Internet (World Wide Web) use
- A. None
 - B. Below Average
 - C. Average
 - D. Above Average
 - E. High

6. Electronic mail (e-mail)
- A. None
 - B. Below Average
 - C. Average
 - D. Above Average
 - E. High

7. Match the computer hardware components on the right to the commonly used name of the left.

- _____ Mouse
- _____ Flash Drive
- _____ Laptop
- _____ Screen
- _____ Keyboard
- _____ USB port



8. On a standard mouse, which is the most frequently used button?
- A. Left Button
 - B. Right Button
 - C. Not Sure
9. When a program instructs you to “double-click,” what do you do?
- A. Two slow clicks on either mouse button
 - B. One click on the left and one on the right mouse button
 - C. Two fast clicks on the left mouse button
10. What do you need to enter before you can access the laptop?
- A. Your social security number
 - B. Your username and password
 - C. Your date of birth
11. What is an icon?
- A. Arrow that you can move around your desktop
 - B. Image or picture associated with a program, application, or function
 - C. Name of one of the bars on a window
12. Identify the option you could choose to open a program or application:
- A. Double-click an icon
 - B. Click Start/Programs/Application Name
 - C. Either of the above
 - D. Neither of the above

13. Match the key name below (A - E) with the corresponding explanation on the right (1-5).
- | | |
|--|--------------|
| A. ___ Moves the cursor to the beginning of a line of text | 1. Del |
| B. ___ Moves the cursor to the end of a line of text | 2. Page Down |
| C. ___ Moves the cursor one screen up | 3. Home |
| D. ___ Erases characters to the right of the cursor | 4. End |
| E. ___ Moves the cursor one screen down | 5. Page Up |
14. Once all programs/applications are closed, the first step for shutting down your computer is:
- Turn off the power switch
 - Click the Start button
 - Press the on/off button on the monitor
15. Match the part of the Window diagram below with the corresponding definition on the left.
- Button to maximize or restore window
 - Button to minimize window
 - Button to close window
 - Menu Bar: allows you to make a selection of a function
 - Tool Bar: contains icons or buttons that act as a shortcut

